



STATE OF NEVADA  
OFFICE OF THE ATTORNEY GENERAL

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*Chief of Staff*

***Position Announcement  
Open Competitive***

***Bureau of Public Affairs/Business & Licensing Division - Las Vegas***

**POSITION TITLE:** Senior Deputy Attorney General.

**DUTY STATION:** Las Vegas, Nevada

**SALARY:** \$96,466.00 - \$106,904.00

**POSITION STATUS:** Exempt (FLSA); serves at the will of the Attorney General; employment with the Attorney Generals office is contingent upon completion of NCIC/NCJIS, and a fingerprint criminal history check.

**POSITION SUMMARY:** This position serves as personnel counsel to the Department of Business & Industry and its member agencies, the Department of Employment, Training and Rehabilitation and other state agency clients as needed, as well as serving as a personnel specialist for the Civil Division. The assignment entails providing legal advice and opinions to the assigned clients on personnel issues, as well as presenting personnel and whistleblower cases before the assigned hearing officer.

**POSITION CHARACTERISTICS:** This is a senior level position with supervisory duties, and therefore is expected to perform with a high degree of skill, responsibility, and self-motivation. The person chosen for the position will have superior legal research and writing skills, a fully-developed public speaking ability, and knowledge of State and federal court procedures. They will also have excellent communication and time management skills, and good interpersonal skills. As a team leader, they must review the work of line deputies, and mentor less experienced attorneys.

**EXAMPLES OF DUTIES:** Typical duties of the position include reviewing proposed personnel actions contemplated by state agencies and providing day-to-day legal counsel to the agencies. Further duties include presenting personnel and whistleblower cases before the assigned hearing officer and defending personnel actions in federal and State courts; and defending appeals in State and federal appellate courts. Opinion writing on assigned topics may also be required. Typical supervisory duties include

reviewing and approving training and travel requests, conducting deputy performance reviews, and responding to requests for information from chief deputies.

## **QUALIFICATIONS**

**KNOWLEDGE REQUIRED:** This position requires knowledge of substantive law and regulation in the state classified and unclassified personnel system, FMLA, Title VII and ADA; powers and duties of the State Attorney General; legislative process; State and federal civil and appellate procedure and rules of evidence; computer applications, particularly as related to the performance of legal research; and rules of ethics in the practice of law.

**SKILLS REQUIRED:** Applicants must possess skill in effective written and verbal communication; presentation of administrative and judicial cases; effective appellate advocacy; analysis of complex legal problems, and proper application of legal principles to resolve problems. Required skills also include planning, assignment and review of work of line deputies; compiling and summarizing information and preparing periodic or special reports related to the work of the team; and contributing effectively to the accomplishments of team or Office goals, objectives, and activities. Applicants must be highly professional, well-organized, self-motivated, punctual and prompt, and must possess leadership skills.

**PHYSICAL DEMANDS:** This position requires mobility to work in a typical office setting and use standard office equipment; and to travel to client offices and courts in various parts of the State. It also requires vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. The applicant must be able to speak in a clear and understandable manner, and to hear and respond to questions posed. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**EDUCATION AND EXPERIENCE:** Applicants must possess a certificate of admission to the Bar of the State of Nevada and be eligible to practice law before the courts of the State of Nevada and the federal district and appellate courts. Applicants should also have at least five years of experience as a practicing attorney.

**This position announcement lists the major duties and requirements of the job and is not all-inclusive. The incumbent may be expected to perform additional job-related duties and may be required to have or develop additional specific job-related knowledge and skills.**

Interested applicants should e-mail, fax, or deliver a resume and a writing sample to:

Emily Blair, Legal Secretary II  
555 East Washington Avenue, Suite 3900  
Las Vegas, Nevada 89101  
Fax: 702-486-0950  
Email: [eblair@ag.nv.gov](mailto:eblair@ag.nv.gov)

Application due no later than close of business on **December 19, 2008**.

The Attorney Generals Office is an equal opportunity employer.